Beginning Teacher Meeting

(KATE CLARKE BT AND KATHRYN CAREY TUTOR TEACHER)

Wednesday 15th September 2010 – WEEK 9

AGENDA

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| **AGENDA** | **TIME** | **NOTES** | **ACTION TAKEN** |
| Start 3.15pm in Room 3 | 3.18 |  |  |
| What’s on top for Kate? | 3.18 | * Kate has had the best day so far this term! * Difference was an intense prayer and set up this morning to re-focus * DATA * KC noticed how relaxed Kate is. Much happier as she feels it is coming together in the class. |  |
| Observation | 3.20 | Tina Takimoana observed Kate teaching prayer and RE and then reading. Feedback back to Kate was that her class was excellent and very polite. She was impressed that they were all on task. She really liked Kate’s questioning |  |
| Classroom  Data   * running records * writing * Maths snapshots | 3.22 | Completed 8 running records on Monday. 8 left.  Maths snapshots all completed except for Alexa who is absent for 1.5 weeks.  Running records clarified with June to check consistently. Move Taz to next level.  Great points for where to next.  Writing still needs moderating and leveling. |  |
| Classroom   * Organisation   Tidy desk  Roll  0.2 day “to do list”  - make a succinct list  - running records 12xper  Monday   * maths snapshots * week 8 reflection | 3.36 | Kate marked all writing books and then could see achievements, shared who was successful in the classroom.  Work not finished, use their own time. Those not following instructions stayed in.  Kate is focusing on main idea to help scaffold for running records.  Completed 16 running records. 8 left. Achieved 8 last Monday.  Kate reflecting on books to come up with a system that will work well. Working on date, title, spelling words 2x a day. So not working at home at least they are working at school.  Kate bringing back magic “e”  Make a book for the class to use for spelling activities  Kate noticed simile work that they are focusing in class, some children are only writing like this, so they have moved to adding in description and normal sentences in between. Wrote about Father Pat and described him. |  |
| Observation discussion | 3.16 | Kate watched parts of video  Had a little discussion, recapped that Kate was not well for the observation so the lesson wasn’t her usual great form. Will discuss again next week after Kate has had time to think about this |  |
| RTLB | 4.04 | Observing Jessica  Noticed Lennox. Nice for Kate to have another opinion about her class. Some challenging students at times, and Kate is managing really well.  Michele Myer spoke about Lennox too | Monitor behaviour |
| Check reflective journal  Weekly evaluation   * Need to get one ready for next week | 3.31 | Kate to give KC journal for this week. | Kate email to KC |
| Where to next for Kate?  BT Day  Meeting closed | 3.42  4.30 | “To do” list   * complete running records * give KC data (compile data)   Kate going to BT day on Friday for writing focus. Kate is going to go and not get overwhelmed by taking on too much. Looking forward to modeling practice.  Have a great holiday!!! | KC to take feedback to management. |